



## **Job Specification**

**Job Title: Manager Information Technology Services, Law**  
**BCAT Code: 315X AV**  
**Pay Grade: G18**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

---

### **General Description**

Manages the College's Information Technology support services, including LAN, work station support, instructional technology, web services, and all other IT functions. This is a restructure creating a single responsible position for all IT functions.

### **Examples of Duties**

- Provides Network administration for College of Law Network
- Provides Database Administration/Application Development
- Manages Workstation Support
- Directs web services and instructional technology functions
- Services College and University committee and taskforces
- Implement University policies, such as: anti-virus policy
- Researches, develop, seek input, and implement operational or policy change at the unit or departmental level
- Plans, organizes and manages resources for work unit/department over monthly/quarterly time frames.
- Liaises with Banner system and FERPA data containing sensitive personal information.
- Provides Netware and Linux integration

### **Knowledge, Skills and Abilities**

- Proficiency in Novell NetWare, Redhat Linux, Sun Solaris, Window 2000, XP
- Familiarity with Perl, Visual Basic, PHP program languages
- Ability to communicate effectively verbally and in writing
- Ability to Migrate from IPX to IP Protocol
- Ability to teach incoming students how to use their PCs in the College of Law and University environment
- Ability to supervise others
- Ability to disassemble and assemble computers and servers with a high level of mastery

### **Minimum GSU Hiring Standards**

Bachelor's degree and six or more years of related experience. MCSE (Microsoft certification) Linux certification.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*